

# Course Approval Form

## ▶ Instructions

### If You Plan to Take Courses Outside of Boston College

1. Present catalog course description and syllabus (if possible) for each course with this form to your Dean's Office.
2. Students must take the course at a regionally-accredited institution that grants baccalaureate degrees.
3. This course cannot be an online course.
4. To transfer a course, the grade you receive must be a C- or better.
5. Upon completion of course(s), please request an official transcript to be sent to the Office of Student Services, Boston College, Chestnut Hill, MA 02467.

### For Credit

Courses will count toward the expected number of courses or credits required for graduation and grades will be calculated into the GPA. Ordinarily, courses will receive credit only when they are making up course deficiencies previously incurred through failure, withdrawal, underload, or transfer.

### For Enrichment

Courses will **not** count toward the expected number of courses or credits required for graduation, but may be used to satisfy core, major, or minor requirements. Grades will **not** be calculated into the GPA, but will be posted on the official transcript with indication that the courses were taken for enrichment.

## ▶ Section 1: Student Information

Eagle ID Number

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

BC Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## ▶ Section 2: Course Information

Name and Address of Institution where course(s) will be taken:

**Year and Semester or Summer** when courses will be taken:

*Please list the courses you are requesting below. Departmental approval required only if course is fulfilling core, major, or minor requirement.*

1. Department \_\_\_\_\_ Course Number \_\_\_\_\_ Credits \_\_\_\_\_  
Course Title \_\_\_\_\_

Core, Major, or Minor Requirement Fulfilled \_\_\_\_\_ Department Approval \_\_\_\_\_

**FOR DEANS ONLY:**  For Credit  For Enrichment

2. Department \_\_\_\_\_ Course Number \_\_\_\_\_ Credits \_\_\_\_\_  
Course Title \_\_\_\_\_

Core, Major, or Minor Requirement Fulfilled \_\_\_\_\_ Department Approval \_\_\_\_\_

**FOR DEANS ONLY:**  For Credit  For Enrichment

## ▶ Section 3: Authorization

Dean's Comments: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_